

ADMINISTRATIVE - INTERNAL USE ONLY

4/1/85
Chrons

22 February 1985

MEMORANDUM FOR: Group, Staff, and Division Chiefs

FROM:

Director, Foreign Broadcast Information Service

STAT

SUBJECT: Configuration Management

1. To ensure that we have a cohesive and consistent approach to modernization, all hardware and software changes in Headquarters and the field should be presented to the FBIS Modernization Configuration Control Board (MCCB). This will permit the necessary tracking of activities that could affect the modernization program. This includes ROSET, INTERNET, and AUTOMATION, as well as all changes to pilot projects, requests for OIT support, and planned engineering or communications upgrades.

2. Recently we completed the review and prioritization of requirements for automation. Once under contract, we will need your continuing involvement in the evolving design. But management of the FBIS configuration requires that all changes be considered by the MCCB. It is especially important that we manage changes that affect those aspects of FBIS which interface with the systems we expect to be delivered. Technical compatibility is obvious and essential; also important but maybe less obvious are incompatibilities related to operations and procedures connected with programmatic activities and services.

3. C/SDS, as chairman of the MCCB, has been asked to write a configuration management plan to cover all modernization activities. MCCB membership will include, among others, the three group chiefs; I expect these group chiefs to attend meetings personally, not delegate. The C/SDS should identify and define, for D/FBIS approval, the levels of detail over which the MCCB will have cognizance. The configuration management plan and the degree of the Board's purview should be discussed at an early meeting of the MCCB.

4. The MCCB process is not a substitute for normal management responsibilities; managers' authorities and responsibilities, including mine, remain unchanged. I expect and hope that the basic work of the MCCB will become quite routine, and that the full cooperation and flexibility that we expect of senior managers will result in problems being quickly resolved. However, keep in mind that the D/FBIS has a

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Configuration Management

strong interest in fundamental aspects of the modernization program, and any significant changes in planning must have my approval. Hopefully my intervention in MCCB deliberations should be rarely needed, but please do not interpret this as a lack of interest on my part. I want to be kept well informed of all significant aspects of modernization planning.



STAT

ADMINISTRATIVE - INTERNAL USE ONLY

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

SUBJECT: Configuration Management

DDS&T/FBIS/ [] (22 Feb 85)

STAT

Distribution:

- Addressees
- 1 - C/SDS
- 1 - C/AG
- 1 - C/Ops
- 1 - C/Prod
- 1 - C/AS
- 1 - C/E&PS
- 1 - C/DRD
- 1 - C/MOD
- 1 - C/ED
- 1 - C/UD
- 1 - C/ELAAD
- 1 - C/NEAD
- 1 - C/JPRS
- 1 - D/FBIS Chrono
- 1 - JDC Corres file
- 1 - Modernization file
- 1 - FBIS Registry

ADMINISTRATIVE - INTERNAL USE ONLY